



Hill Farm Swim Club

Position Description: ***Water Ballet Director***

Minimum Requirements: Age 16 or older, positive attitude, self-motivated, leadership qualities, and enthusiastic about working and teaching children of all ages. The water ballet director is expected to instruct lessons which are held for two weeks during first session lessons. The water ballet director will be expected to be fully available during lessons, group work periods, and the Annual Water Ballet Show. Planned absences must be approved by Pool Manager and are at the discretion of the Pool Manager.

Starting wage is \$8.50 per hour commensurate with experience.

RESPONSIBILITIES:

1. Organize an informational letter to be shared with water ballet participants the first week of lessons.
2. Organize a Theme Announcing party during the second week of lessons to announce groups and the Annual Water Show theme.
3. Responsible to provide guidance to Assistant Director and Student Assistants with regard to choreographing routines and choosing family appropriate music.
4. Responsible to mentor Assistant Director and Student Assistants for additional responsibilities in subsequent years.
5. Organize the practice schedule within the time slots agreed upon by Pool Manager.
6. Organize the groups and assign Assistant Director and Student Assistant such that all positions, including Director, get exposure to different age groups and genders.
7. Responsible to oversee practices led by Assistants and directly leading 25-50% of the groups.
8. Teach day time lessons at discretion of Pool Manager.
9. Responsible to organize the Annual Water Ballet Show program; including determining the number of routines and allocation of time to each; organizing the group routine (opening ceremony to finale).; choosing the theme; organizing the music and speaker system, costumes and props; directing plans for the MC's; develop show program and make copies.
10. Responsible to develop a weekly schedule of duties and who is responsible for each duty that has to be completed for the final performance and review with Pool Manager.
11. Manage spending to within budget with expense reimbursements approved by Pool Manager.
12. Recruit parent volunteers to help with costumes.
13. Adhere to the policies set forth in the Hill Farm Swim Club Personnel Handbook.
14. Be friendly, welcoming, and inclusive to all participants and potential participants.
15. Additional responsibilities as assigned by Pool Manager and/or Assistant Pool Manager.

EFFECT ON END RESULTS:

- There is evidence of good administrative and program skills, resulting in a competent rating, as determined through performance reviews.
- Hill Farm Swim Club will host an Annual Water Ballet Show that is safe and fun for all.
- Customer satisfaction is rated high as determined by written and or verbal comments and program evaluations.

ACKNOWLEDGMENTS:

The above position description is not intended to be an exhaustive list of responsibilities. Other responsibilities may be assigned, requested, or directed beyond the specific responsibilities listed in this position description.

I have read and understand the requirements and responsibilities in this position description.

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____